

Job Title: Page

Deadline to Apply: Saturday, September 26<sup>th</sup> at 5 pm

Reports to: Head of Circulation

Job Summary: To keep the library's materials neat and in order, to shelve materials and to perform related work as required.

Duties and Responsibilities may include, but are not limited to, the following:

1. Return library materials to their proper places on shelving etc.
2. Straighten shelves, keeping materials in correct order.
3. Straighten the library, return materials to shelves, return chairs to tables and generally keep the library neat.
4. Refill scrap paper holders and pencil holders.
5. Empty the book drop.
6. Load books and other items on to the dumb waiter to transport to the basement. Help patrons with donated materials.
7. Help with any necessary shifting of materials.
8. Assist with the closing of the library.
9. Clear snow from entrances, sprinkle salt to de-ice walks.
10. Other duties as assigned.

Job Requirements:

1. Must be 16 years of age and/or have a work permit obtained from their high school
2. Ability to follow directions
3. Willingness to learn
4. Ability to work well with other staff members
5. Strong customer service skills
6. Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds. Ability to retrieve or place materials above shoulder or below knee level.

Working Conditions:

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust, and noise.
2. Work hours are varied, including evening and weekend hours.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Application is available at [www.flatriverlibrary.org](http://www.flatriverlibrary.org). Applications will be accepted until Saturday, September 26, 2015 at 5 pm and may be submitted to:

Flat River Community Library  
Attn: Laura Powers  
200 W. Judd St.  
Greenville, MI 48838  
[greelp@llcoop.org](mailto:greelp@llcoop.org)